

~~SECRET~~
CONFIDENTIAL

Personal 20
1-6582A

17 March 1951

MEMORANDUM FOR: Mr. McConnell

SUBJECT : Annual Leave

25X1A

1. Please refer to the attached. These figures which I asked of [REDACTED] are so large as to indicate that minimum needful leave time for proper maintenance of health and initiative is being jeopardized. I have specifically in mind that the Agency should require a minimum of two weeks' vacation each year and have the thought that perhaps you would deem it proper to bring this matter up at an Assistant Directors' Meeting so that the Director can lay down an appropriate requirement for the whole Agency. I have no sympathy at all with the operator who says that he is short of people now and can't spare anyone. He would always say that, even if he were overmanned!

2. This whole point is, I believe, particularly important at a time when an Agency or unit is building, because the shortage of people to meet building targets means that too many people are working overtime. As you know, this always cuts into basic health maintenance, resulting in absences due to various forms of illness, as well as, of course, curtailing initiative and get-up-and-go. This last is an intangible loss that very few people appreciate.

[REDACTED]

JMO:laq

25X1A

CONFIDENTIAL

Document No.	7
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S ^(C)
Auth.:	HR 7C-2
Date:	17 Nov 78
By:	016